
WEB JOB POSTING

PROPERTY MAINTENANCE INSPECTOR

RESPONSIBILITIES:

The Property Maintenance Inspector is under the supervision of the Public Works Director in the Building Codes division. Work performed includes enforcement of city codes and ordinances related to property maintenance issues such as overgrown grass, debris or trash on property, disabled vehicles, sign violations and abandoned homes. The position inspects residential and commercial occupancies, issues notices of violations and citations and prepares cases for court hearings. The Property Maintenance Inspector also maintains records and updates databases with information on inspections, code violations and related corrective or legal actions taken.

REQUIREMENTS:

High school diploma or GED required. College degree or college coursework in a related field is preferred. Property Maintenance Inspector certification from an accredited authority recognized by the State of Tennessee is required or must be attained within one (1) year of effective date of employment. The position requires excellent communication skills and strong computer skills.

BENEFITS:

This is a full-time position with benefits and an annual salary range of \$32,000 - \$35,000, depending on qualifications. The hours of work are weekdays from 7:30am to 4:30pm. The City of Tullahoma has a comprehensive benefits package and participates in the Tennessee Consolidated Retirement System (TCRS).

RECRUITMENT:

Individuals interested in applying for this position can print the application available on-line at www.tullahomatan.gov and complete the form or obtain an application at City Hall. The application can be submitted by:

Mail: City of Tullahoma, Attn: Human Resources, PO Box 807, Tullahoma, TN 37388

Email: cbrice@tullahomatan.gov

Fax: 931-455-2782

Deliver: City Hall / Municipal Building, 201 W. Grundy Street, Tullahoma, TN

Posted: *September 30, 2020*

Closes: *until filled*